



Department of Housing and Community Development

September 21, 2012

NOTIFICATION OF VACANCY

**CD SENIOR POLICY ANALYST
(Program Administration Specialist II)**

POSITION #00033

LOCATION:

**DHCD
600 E. MAIN ST. STE 300
RICHMOND, VA 23219**

HIRING RANGE:

\$44,000 - \$56,000 Annually

DUTIES AND RESPONSIBILITIES:

If you are interested in a challenging position working in the community development arena across the state of Virginia, this position is for you! The Department of Housing and Community Development (DHCD) is seeking a Community Development Senior Policy Analyst who will be responsible for making policy and procedural recommendations for the Community Development Block Grant Program (CDBG), Appalachian Regional Commission Program (ARC) and other state and federal programs as assigned. Duties will consist of collaborating with staff to ensure maximal use of resources; recommendations for the strategic investment of resources; program and policy review and, analysis, along with annual revision following an outcome-funding investment approach; maintaining project tracking systems and helping with development and maintenance of an agency-wide information management system; utilize GIS tools to support programs; and assist with workshops and training needs. This position also serves as the chief Community Development representative to meet with localities interesting in competing for funding and providing appropriate project development technical assistance. In addition, the successful candidate will be responsible for ensuring that funding competitions and evaluations are operated in a high quality manner that complies with federal and state regulations, while maximizing customer service, flexibility, and suitable project development. Additional duties may also be assigned.

QUALIFICATIONS GUIDE:

Superior analytical, research, organizational and communications (both oral and written) skills required to excel. Demonstrated understanding of community development and knowledge of federal community development programs are necessary. Demonstrated experience designing and conducting training programs as well as making technical presentations. Must be proficient in PC software applications to include the Microsoft Office Suite; be available for statewide overnight travel and independently of other agency staff; be willing to work in a fast-paced, high-energy environment as part of a team; and have a flexible "can-do" attitude. A degree in Public Administration, Planning or related field preferable. Experience in working with local governments on community development projects is preferred. A valid driver's license will be required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY FRIDAY, OCTOBER 5, 2012, 5:00 p.m. EST.

For additional information please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.